

Experimental Features and Evaluation of New Products

UDOT 08F-3

Effective: Feb 1, 1974

Revised: August 5, 1997

Purpose

To allow vendors, suppliers, and contractors an avenue to have their products considered for use in UDOT projects. To document product evaluation through research field performance testing as an experimental feature.

Policy

To establish and place responsibility for conducting experimental feature projects and/or the evaluation of new products. This evaluation process includes the establishment of lines of authority, preparing proposals or work plans, evaluation techniques, preparation of necessary reports, documents, and implementation.

The experimental feature or new product may be either a material process, method, equipment item, traffic operation device, etc., that has a potential value to the Utah Department of Transportation.

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Procedures

Experimental Features

UDOT 08F-3.1

Responsibility: Engineer or other Interested Individual (Instigator)

Actions

1. Meets with Development Unit Coordinator to discuss a proposed experimental feature.

Responsibility: Development Unit Coordinator

2. Reviews the proposed experimental feature with the Engineer for Research and Development.
3. Reviews the proposed experimental feature with the FHWA Research & Technology Transfer Engineer for:
 - (a) Compliance with FHWA procedures,
 - (b) Information the FHWA engineer or the engineer's office may have that would be of assistance in the project, particularly data that may be available from federal or state agencies, and
 - (c) Obtaining FHWA concurrence for the project.
4. Informs the instigator as to acceptance or rejection of the proposed study.
5. Upon acceptance of the established need as an experimental feature, categorizes and assigns a Principal Investigator in conjunction with the instigator's recommendations.

Responsibility: Principal Investigator

6. Prepares and submits work plan to Development Unit Coordinator in accordance with guidelines available at the Research Section Development Unit.

Responsibility: Development Unit Coordinator

7. Reviews work plan with sponsor for completeness and obtains necessary authorizations.

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8. Returns work plan to Principal Investigator and coordinates the steps as outlined in the work plan.

Responsibility: Principal Investigator

9. Prepares other documents as necessary in cooperation with the conducting division or region.

10. Assigns duties to the Secondary Investigator.

Responsibility: Conducting Division

11. Works with the Secondary Investigator for construction procedures, etc.

Responsibility: Secondary Investigator

12. Builds, install, monitors, etc., the feature.

Responsibility: Principal Investigator

13. Evaluates, prepares, and submits the required reports to the Development Unit Coordinator for review before final reports are published.

Responsibility: Development Unit Coordinator

14. Reviews final reports and recommendations.

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Evaluation of New Products

UDOT 08F-3.2

Responsibility: Product Manufacturer or Representative

Actions

1. Meets with potential users of the product.

Responsibility: Product Manufacturer Representative or Potential User

2. Refers product manufacturer with recommendations to the Development Unit for evaluation.

Responsibility: Product Manufacturer or Representative

3. Meets with Development Unit to discuss product. Representative will be informed that Product Evaluation Form R-52 must be completed and returned to the Development Unit before any action or testing takes place.

Responsibility: Development Unit Coordinator

4. Reviews completed Form R-52 to accomplish the following:
 - (a) To point out the merits of the product with primary and alternative uses if any.
 - (b) To familiarize the Development Unit with the product in general.
 - (c) To enable the Development Unit to collect questions and submit them to the manufacturer for consideration prior to a formal meeting or demonstration.
 - (d) To aid in the appointment of the best qualified methods, persons, and/or agencies to evaluate the product.
 - (e) To make sure vendor has adequate independent test data to substantiate his claim.
 - (f) If the product has been used by other states, check with that state concerning the work and performance of the product.

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5. Informs the product representative as to the status of the products analysis in regards to acceptance, rejection, or that further analysis is warranted before specified conclusions can be ascertained. If none of the previous apply then the analysis will be filed for informational purposes only for possible review or consideration at a later time.
6. Assigns Principal and Secondary Investigators to be in charge of all engineering analysis for procedures used in product evaluation.

Responsibility: Principal Investigator

7. If necessary will meet the product representatives to discuss the product and its application.
8. Initiates, conducts, and documents product evaluation; then meets with Development Unit Coordinator to discuss results.
9. Completes final reporting for experimental features and provides research recommendation and implementation plan.

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Implementation of Experimental Features and New Products

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Responsibility: Development Unit Coordinator

Actions

1. Submits the results of the experimental feature or new product, with recommendations in the proper format, to the Research Coordinating Committee.
2. Directs the preparation of experimental results in useable form for final implementation as specifications, standards, procedures, etc., and transmits to the Standards Committee.

Responsibility: Standards Committee

3. Approves and adopts results as a standard operating practice, specification, standards, procedures, etc.